

BUSINESS EDUCATION WORLD

GREGG/COMMUNITY COLLEGE DIVISION
McGRAW-HILL BOOK COMPANY

Volume 55 • September-October, 1974—May-June, 1975

AUTHOR INDEX

Banks, Jane M.
Individualized Shorthand Instruction: Installation of an Innovation, N-D 12

Barton, John C., and Allen B. Moore
Cooperative Adult Career Education Programs (Commentary: Career Education), N-D 27

Blyth, Mary M.
Memory Training to Improve Dictation Skills (Classroom Capsules), J-F 31

Bonnice, Joseph C.
A Breakthrough in Illinois: The First State Association of Consumer Educators (Consumer Education), S-O 25

Truth in Lending: The Consumer Educator's Role (Consumer Education), N-D 22

The Energy Issue and Its Place in the Consumer Education Program (Consumer Education), J-F 23

Measuring Student Attitude Modification (Consumer Education), M-A 25

Commodity Futures Markets: An Enrichment Topic (Consumer Education), M-J 18

Brower, Edward
Toward Vocational Competence in Accounting: Necessary Instructional Elements, S-O 18

Brunson, Evelyn V.
In Support of Competency-Based Education, M-J 7

Budke, Wesley E.
Evaluating Career Education Programs (Commentary: Career Education), M-A 15

Budner, Howard R., and Chaim Ginsberg
'Dial-a-Tutor': An Instructional Tape System for Business Students (Post 12), M-J 23

Buoncristiani, Robert B.
A \$100 Business Lab (Classroom Capsules), S-O 32

Butler, Roy L.
Using Applied Change Technology to Enhance Career Education Delivery Systems (Commentary: Career Education), J-F 12

Campbell, Patty Glover
Research in Measurement and Evaluation in Shorthand (Shorthand Research Review), M-A 19

Cantor, Charles B.
Now That the Electronic Calculator Fits in Your Pocket, How Will It Fit in Your Math Class?, N-D 29

Cook, Fred S., and Frank W. Lanham
R & D, S-O 21, N-D 11, J-F 13, M-A 30, M-J 27

Cotton, L. Joe
Learning Through Jobs in Recordkeeping, M-J 25

Davis, Mary Alice, and Sara T. Corbett
An Open Lab for Flexibility in Typewriting, N-D 14

Fetterman, Elsie
The Community Is Your Classroom in Consumer Education, M-A 5

Fiber, Larry Roy
Cost Considerations for Performance-Based Teacher Education (Post 12), M-A 28

Flashner, Esther D.
Maintaining High Standards in Business Mathematics and Accounting, J-F 16

Forrest, Joyce
Introducing Data Processing Equipment in the Beginning Typewriting Class (Classroom Capsules), M-A 32

Gehrts, Dennis O.
Using Slides to Introduce Practice Sets in Accounting (Classroom Capsules), J-F 31

Hanna, J. Marshall
Meeting Individual Needs in High School Accounting, N-D 21

Herman, Earlene L.
Applying Economic Theory Through Studies of the Business Community, J-F 21

"Hill, Lester"
The Lester Hill Corporation: A Review of Branch Office Operations, S-O 5

Horton, Inez M.
'Mental Typing': Motivation for Beginning Typists (Classroom Capsules), S-O 32

Kahala, Harvey
An Innovation in Liberal Education: Tomorrow's Business Program (Post 12), J-F 26

Kaplowitz, Fay
Putting Gregg on the Map (Classroom Capsules), M-J 32

Lee, Stewart M.
'Wealth,' 'Health,' and 'Health' and the Responsibilities of the Consumer Educator, M-A 12

Leslie, Louis A., and A. James Lemaster
Strokes of Genius, S-O 26

Limbach, Rebecca
The Family Practice Set: A Team Approach (Classroom Capsules), N-D 32

Lloyd, Alan C.
What Is a Vocational Typing Course?, M-A 26
What Is a Nonvocational Typing Course?, M-J 20

Magisos, Joel H.
The 1973 AVA Yearbook: A Valuable Career Education Resource (Commentary: Career Education), S-O 13

McArthur, Mildred W.
A Résumé and Letter Writing Workshop (Classroom Capsules), M-J 32

McLean, Gary N.
The Status and Implications of Research in Shorthand Methodology (Shorthand Research Review), J-F 24

Miller, Ernest E.
Using the Overhead Projector in Selected Shorthand Classroom Activities, J-F 14

Ober, B. Scot
The Role of Memorization and Context Clues in the Learning of Shorthand, J-F 18

A Word to the Whys: A Discussion of the Construction of Gregg Shorthand Outlines, M-J 14

Panagoplos, Nicholas A.
The Status of Electric Typewriters, S-O 31

Parker, George O.
Interviews for Skill Development in Secretarial Procedures (Classroom Capsules), N-D 32

Patterson, Clarissa M. H., and Priscilla M. Phillips
Testing in Today's Classrooms (The Chalkboard), S-O 28

A Basic Framework for Evaluation in Typewriting (The Chalkboard), N-D 15

Developing Meaningful Attitudes Toward Testing (The Chalkboard), J-F 30

Some Thoughts on Testing in Shorthand (The Chalkboard), M-A 29

Looking Beyond Objective Tests in Business Education (The Chalkboard), M-J 29

Popham, Estelle L.
Making Business Education Meaningful With a Competency-Based Curriculum, M-J 5

Pullis, Joe M.
Utilizing Transparencies in Performance Verification in the Transcription Course, S-O 14

Rhodes, Joan
A Learning Package for Program Promotion (Classroom Capsules), S-O 32

Rowe, John L.
Applying Six Principles of Individualized Instruction to Beginning and Advanced Typewriting, J-F 28

Russell, Earl B.
The Role of Teacher Attitudes in Curriculum Improvement (Commentary: Career Education), M-J 13

St. Cyr, Frederick
Deriving Double-Duty Service From a Teaching Computer Installation, N-D 24

Silverman, Deena
A Transcription Incentive Plan (Classroom Capsules), N-D 32

Simmons, Barbara
A Unique Learning Experience for Secretarial Students (Post 12), S-O 30

Spitler, R. Conway
A Four-Phase Program for Developing Entry-Level Skills, M-A 22

Strony, Madeline S.
How Will Your Stenographic Graduates Measure Up on the Job?, J-F 5

Sullivan, Pat
Integrating Special Needs Students Into the Office Block Program, M-J 22

Van Hook, Barry L.
The Modern Scope of General Business, M-A 16

Wagoner, George A.
Prognosis in Shorthand (Shorthand Research Review), S-O 22

Gregg Shorthand Revisions and Related Research (Shorthand Research Review), N-D 18

Effective Teaching and Prognosis—A Review (Shorthand Research Review), M-J 28

Weaver, David H.
Individualizing Instruction: A Return to the One-Room Schoolhouse?, N-D 5

Will, Patricia K.
Observing National Secretaries Week (Classroom Capsules), M-A 32

Wise, Victoria
A Point System to Motivate Business Students (Post 12), N-D 31

SUBJECT INDEX

Accounting and Data Processing
Toward Vocational Competence in Accounting: Necessary Instructional

Elements, Edward Brower, S-O 18

Meeting Individual Needs in High School Accounting, J Marshall Hanna, N-D 21

Deriving Double-Duty Service From a Teaching Computer Installation, Frederick St. Cyr, N-D 24

Using Slides to Introduce Practice Sets in Accounting (Classroom Capsules), Dennis O. Gehris, J-F 31

Introducing Data Processing Equipment in the Beginning Typewriting Class (Classroom Capsules), Joyce Forrest, M-A 32

Learning Through Jobs in Recordkeeping, L. Joe Cotton, M-J 25

Business Math

Now That the Electronic Calculator Fits in Your Pocket, How Will It Fit in Your Math Class!, Charles B. Cantor, N-D 29

Maintaining High Standards in Business Mathematics and Accounting, Esther D. Flashner, J-F 16

Career Education

The 1973 AVA Yearbook: A Valuable Career Education Resource (Commentary: Career Education), Joel H. Magisos, S-O 13

Cooperative Adult Career Education Programs (Commentary: Career Education), John C. Barton and Allen B. Moore, N-D 27

Using Applied Change Technology to Enhance Career Education Delivery Systems (Commentary: Career Education), Roy L. Butler, J-F 12

Evaluating Career Education Programs (Commentary: Career Education), Wesley E. Budke, M-A 15

The Role of Teacher Attitudes in Curriculum Improvement (Commentary: Career Education), Earl B. Russell, M-J 13

Competency-Based Education

Cost Considerations for Performance-Based Teacher Education (Post 12), Larry Roy Fiber, M-A 28

Making Business Education Meaningful With a Competency-Based Curriculum, Estelle L. Popham, M-J 5

In Support of Competency-Based Education, Evelyn V. Brunson, M-J 7

Consumer Education

A Breakthrough in Illinois: The First State Association of Consumer Educators (Consumer Education), Joseph G. Bonnice, S-O 25

Truth in Lending: The Consumer Educator's Role (Consumer Education), Joseph G. Bonnice, N-D 22

The Energy Issue and Its Place in the Consumer Education Program (Consumer Education), Joseph G. Bonnice, J-F 23

The Community Is Your Classroom in Consumer Education, Elsie Fetterman, M-A 5

'Wealth,' 'Health,' and 'Health' and the Responsibilities of the Consumer Educator, Stewart M. Lee, M-A 12

Measuring Student Attitude Modification (Consumer Education), Joseph G. Bonnice, M-A 25

Commodity Futures Markets: An Enrichment Topic (Consumer Education), Joseph G. Bonnice, M-J 18

Economic Education

Applying Economic Theory Through Studies of the Business Community, Earlene L. Herman, J-F 21

Education for Business

An Innovation in Liberal Education: Tomorrow's Business Program (Post 12), Harvey Kahalas, J-F 26

A Four-Phase Program for Developing Entry-Level Skills, R. Conway Spitzer, M-A 22

General Business

A \$100 Business Lab (Classroom Capsules), Robert B. Buoncristiani, S-O 32

A Point System to Motivate Business Students (Post 12), Victoria Wise, N-D 31

The Family Practice Set: A Team Approach (Classroom Capsules), Rebecca Limback, N-D 32

The Modern Scope of General Business, Barry L. Van Hook, M-A 16

Office Procedures

The Lester Hill Corporation: A Review of Branch Office Operations, "Lester Hill," S-O 5

Secretarial Procedures

A Unique Learning Experience for Secretarial Students (Post 12), Barbara Simmons, S-O 30

Interviews for Skill Development in Secretarial Procedures (Classroom Capsules), George O. Parker, N-D 32

Shorthand and Transcription

Utilizing Transparencies for Performance Verification in the Transcription Course, Joe M. Pulus, S-O 14

Prognosis in Shorthand (Shorthand Research Review), George A. Waggoner, S-O 22

Stroke of Genius, Louis A. Leslie and A. James Lemaster, S-O 26

Individualized Shorthand Instruction. Installation of an Innovation, Jane M. Banks, N-D 12

Gregg Shorthand Revisions and Related Research (Shorthand Research Review), George A. Waggoner, N-D 18

A Transcription Incentive Plan (Classroom Capsules), Deena Silverman, N-D 32

How Will Your Stenographic Graduates Measure Up on the Job?, Madeline S. Strony, J-F 5

Using the Overhead Projector in Selected Shorthand Classroom Activities, Ernest E. Miller, J-F 14

The Role of Memorization and Context Clues in the Learning of Shorthand, B. Scot Ober, J-F 18

The Status and Implications of Research in Shorthand Methodology (Shorthand Research Review), Gary N. McLean, J-F 24

Memory Training to Improve Dictation Skills (Classroom Capsules), Mary M. Blyth, J-F 31

Research in Measurement and Evaluation in Shorthand (Shorthand Research Review), Patty Glover Campbell, M-A 19

A Word to the Whys: A Discussion of the Construction of Gregg Shorthand Outlines, B. Scot Ober, M-J 14

Effective Teaching and Prognosis—A Review (Shorthand Research Review), George A. Waggoner, M-J 28

Putting Gregg on the Map (Classroom Capsules), Fay Kaplowitz, M-J 32

Special Needs

Integrating Special Needs Students into the Office Block Program, Pat Sullivan, M-J 22

Teaching Techniques

Testing in Today's Classrooms (The Chalkboard), Clarissa M. H. Patterson and Priscilla M. Phillips, S-O 28

A Learning Package for Program Promotion (Classroom Capsules), Joan Rhodes, S-O 32

Individualizing Instruction: A Return to the One-Room Schoolhouse!, David H. Weaver, N-D 5

A Basic Framework for Evaluation in Typewriting (The Chalkboard), Clarissa M. H. Patterson and Priscilla M. Phillips, N-D 15

Developing Meaningful Attitudes Toward Testing (The Chalkboard), Clarissa M. H. Patterson and Priscilla M. Phillips, J-F 30

Some Thoughts on Testing in Shorthand (The Chalkboard), Clarissa M. H. Patterson and Priscilla M. Phillips, M-A 29

Observing National Secretaries Week (Classroom Capsules), Patricia K. Will, M-A 32

'Dial-a-Tutor': An Instructional Tape System for Business Students (Post 12), Howard R. Budner and Chaim Ginsberg, M-J 23

Looking Beyond Objective Tests in Business Education (The Chalkboard), Clarissa M. H. Patterson and Priscilla M. Phillips, M-J 29

A Résumé and Letter Writing Workshop (Classroom Capsules), Mildred W. McArthur, M-J 32

Typing

The Status of Electric Typewriters, Nicholas A. Panagoplos, S-O 31

'Mental Typing': Motivation for Beginning Typists (Classroom Capsules), Inez M. Horton, S-O 32

An Open Lab for Flexibility in Typewriting, Mary Alice Davis and Sara T. Corbett, N-D 14

Applying Six Principles of Individualized Instruction to Beginning and Advanced Typewriting, John L. Rowe, J-F 28

What Is a Vocational Typing Course?, Alan C. Lloyd, M-A 26

What Is a Nonvocational Typing Course?, Alan C. Lloyd, M-J 20

DEPARTMENTS

The Chalkboard

Clarissa M. H. Patterson and Priscilla M. Phillips, S-O 28, N-D 15, J-F 30, M-A 29, M-J 29

Classroom Capsules (by subject)

Accounting and Data Processing

Using Slides to Introduce Practice Sets in Accounting, Dennis O. Gehris, J-F 31

Introducing Data Processing Equipment in the Beginning Typewriting Class, Joyce Forrest, M-A 32

General Business

A \$100 Business Lab, Robert B. Buoncristiani, S-O 32

The Family Practice Set: A Team Approach, Rebecca Limback, N-D 32

Secretarial Procedures

Interviews for Skill Development in Secretarial Procedures, George O. Parker, N-D 32

Shorthand and Transcription

A Transcription Incentive Plan, Deena Silverman, N-D 32

Memory Training to Improve Dictation Skills, Mary M. Blyth, J-F 31

Putting Gregg on the Map, Fay Kaplowitz, M-J 32

Teaching Techniques

A Learning Package for Program Promotion, Joan Rhodes, S-O 32

Observing National Secretaries Week, Patricia K. Will, M-A 32

A Résumé and Letter Writing Workshop, Mildred W. McArthur, M-J 32

Typing

'Mental Typing': Motivation for Beginning Typists, Inez M. Horton, S-O 32

Commentary: Career Education

Joel H. Magisos, S-O 13

John C. Barton and Allen B. Moore, N-D 27

Roy L. Butler, J-F 12

Wesley E. Budke, M-A 15

Earl B. Russell, M-J 13

Consumer Education

Joseph G. Bonnice, S-O 25, N-D 22, J-F 23, M-A 25, M-J 18

Post 12

Barbara Simmons, S-O 30

Victoria Wise, N-D 31

Harvey Kahalas, J-F 26

Larry Roy Fiber, M-A 28

Howard R. Budner and Chaim Ginsberg, M-J 23

Professional News

S-O 10, N-D 8, J-F 9, M-A 9, M-J 9

R & D

Fred S. Cook and Frank W. Lanham, S-O 21, N-D 11, J-F 13, M-A 30, M-J 27

Shorthand Research Review

George A. Waggoner, S-O 22, N-D 18, M-J 28

Gary N. McLean, J-F 24

Patty Glover Campbell, M-A 19

